Headquarters U.S. Marine Corps Awards Processing System Brief

November 2000

presented by

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Deputy Branch Head, Military Awards Branch

Introduction

"The Personal Awards Program is a tool for Commanders to recognize the contributions of the Marines and Sailors entrusted to them. As commanders, we must place the appropriate emphasis on the Awards Program at all levels. This action serves two purposes: First, it allows tangible recognition to those Marines and Sailors whose actions are clearly deserving of recognition. Second, we send a message to his or her peers that we will reward superior performance." **ALMAR 019/00**

Purpose

- Instruct
  - Provide basic instruction on the Awards Processing System for those that missed the original presentation
- Inform
  - Provide information on where the HQMC APS is going in the future
- Invigorate
  - Provide an enthusiastic approach to awards processing

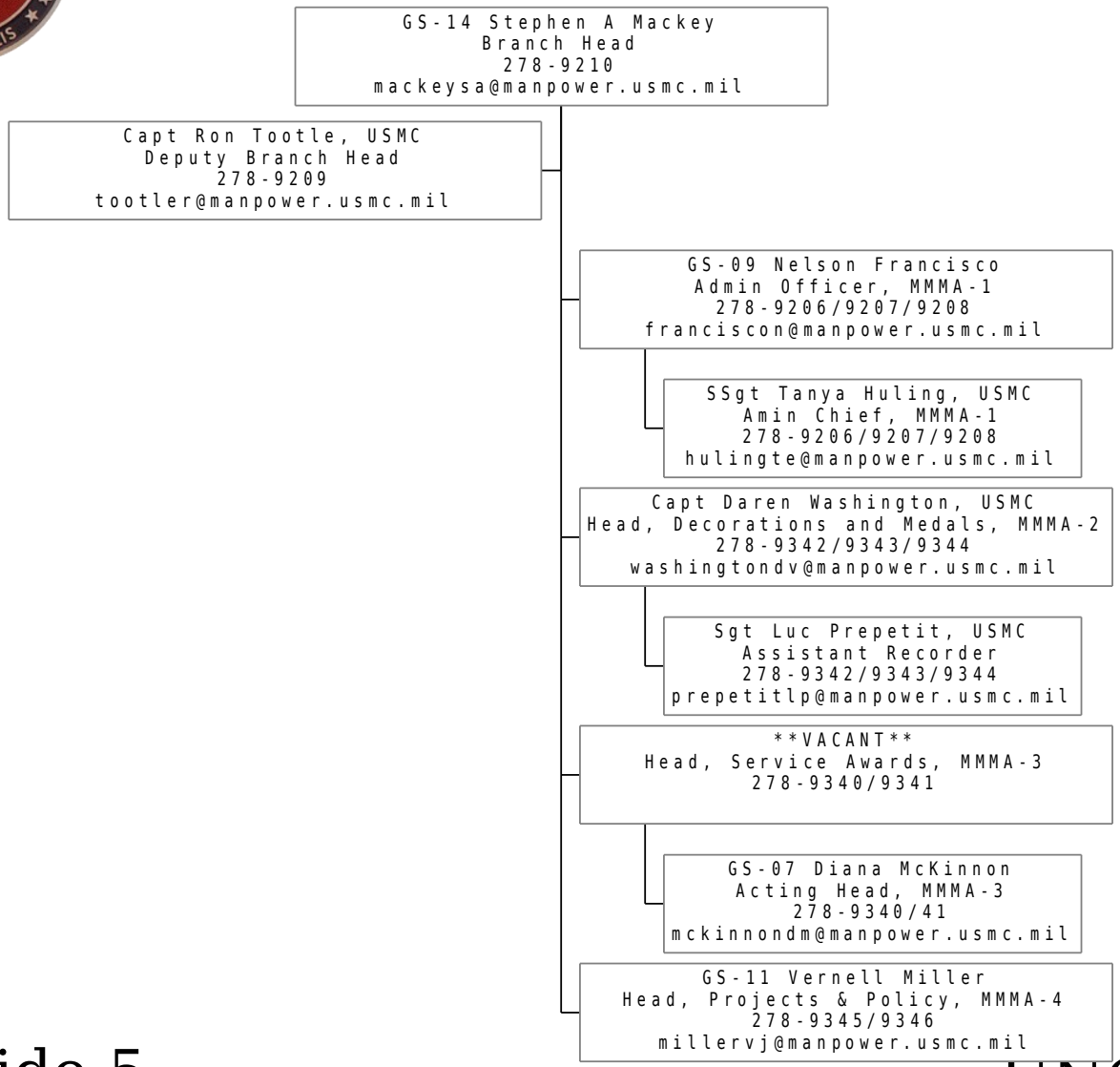
HQMC Military Awards Branch Mission Statement

The Mission of the HQMC Military Awards Branch is to receive, board, prepare, and transmit to the field, all awards submitted for approval to the Commandant of the Marine Corps. Additionally, the Awards Branch is responsible for ensuring that, once received, all Field Approved Awards are forwarded to MMSB for inclusion into the Marines Official Military Personnel File.

The Branch is also the conduit for

Organization, Military Awards Branch

09/04/16



Goals

- Continually improve the HQMC APS to meet the needs of Commanders in the Corps and abroad.
- Stay abreast of technology advances to ensure we are providing the best possible support to the Corps.
- Continue to automate the APS to make it more user friendly and easy to use.
- Continue to provide hands-on support to Units Corps-wide in their transition to processing awards via the APS.

What was developed

A secure (password protected), easy to use, Internet-based application for originating, forwarding (via EMAIL), processing, approving (providing the commander has registered and has awarding authority) and storing (on the Manpower server) all personal and unit award recommendations.

Awards Processing System

Step by Step procedures for using the System

The Website

The Website can be accessed from the MarineLink website (WWW.USMC.MIL) by clicking on Leadership – HQMC – M&RA – MM – then MMMA or by typing the following URL into your browser

- ***http://awards.manpower.usmc.mil***

*Note: System performs best when using Internet Explorer

Awards Processing System Website

Main Page

Main Page Options

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https://osprey.manpower.usmc.mil/manpower/mm/mmma/awards2000.nsf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://osprey.manpower.usmc.mil/manpower/mm/mmma/awards2000.nsf Go

Links Customize Links Free Hotmail Windows

Registration
Submit an Award

Award Status
References

HQMC APS Briefs
Replacement Medals

HQMC Awards Board
CMC Review

HQMC Points of Contact
Other Related Sites
Help

Headquarters, U. S. Marine Corps
Awards Processing System

(This site is best viewed through Internet Explorer)

Military Awards Branch Home Page

This is an official Marine Corps website. Any unauthorized use may result in action under the UCMJ. You must be registered to submit awards through this website. To register, click the registration link on the left.

This site has been visited 13873 times since 2 Nov 2000

Contact Military Awards Branch

Done Internet

Awards Processing System Website

Registering

Registration

- People required to register
  - All Officers/ Civilian leaders who write, endorse, or approve awards
  - Enlisted Marines that aid in the processing of awards
- If you are just checking the status of awards or browsing for MarAdmins, etc, *Do Not Register*

Awards Processing System Website

References

References

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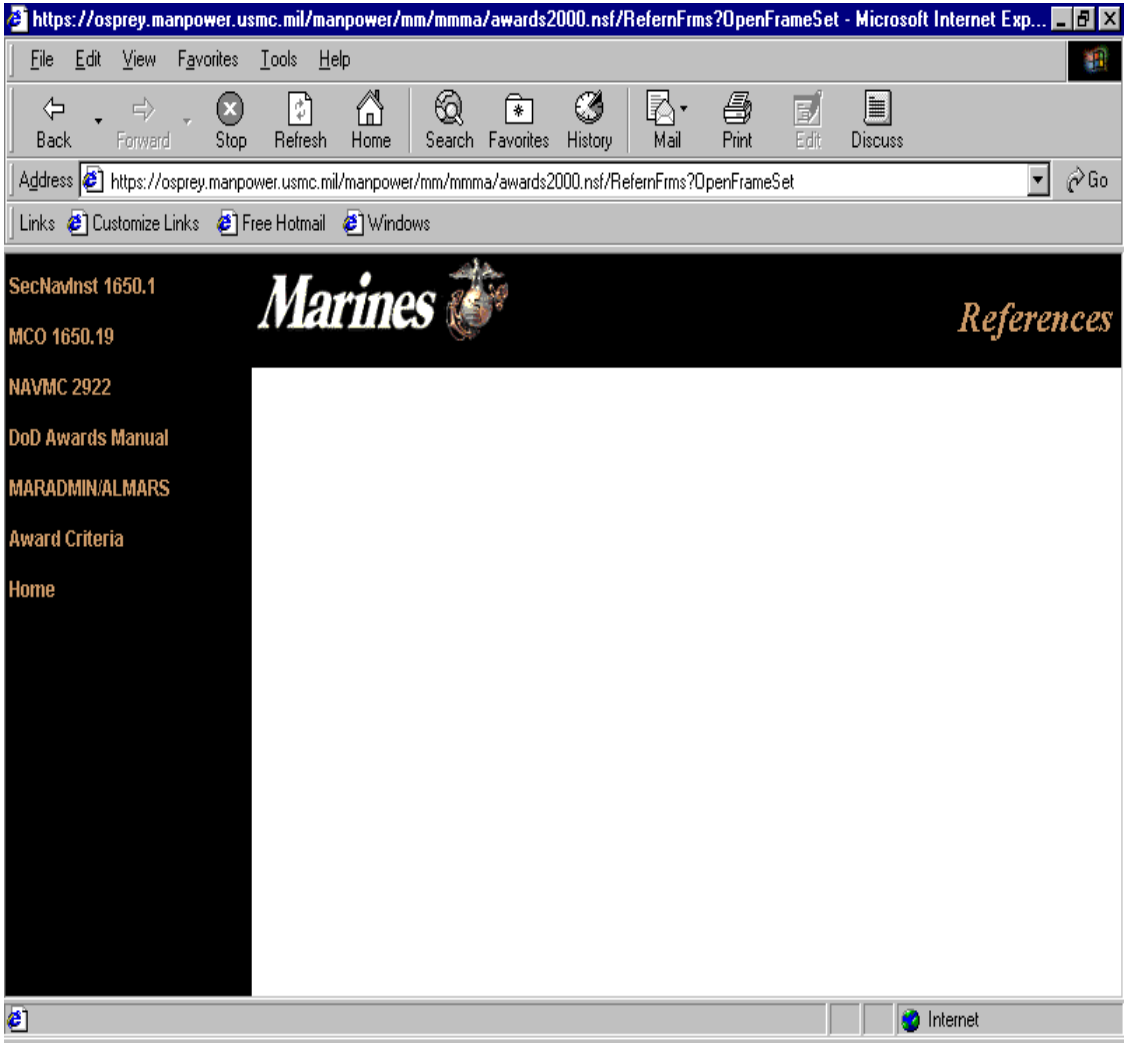
- The Reference section contains links to every major Publication/Order that pertains to the Military Awards process.
- The section also contains every MarAdmin or ALMAR released since 1995 that pertains to Awards.
- If there are any references that are not available that you want to see, please notify us at awards@manpower.usmc.mil and we will get a copy of it on the database.



Awards Status

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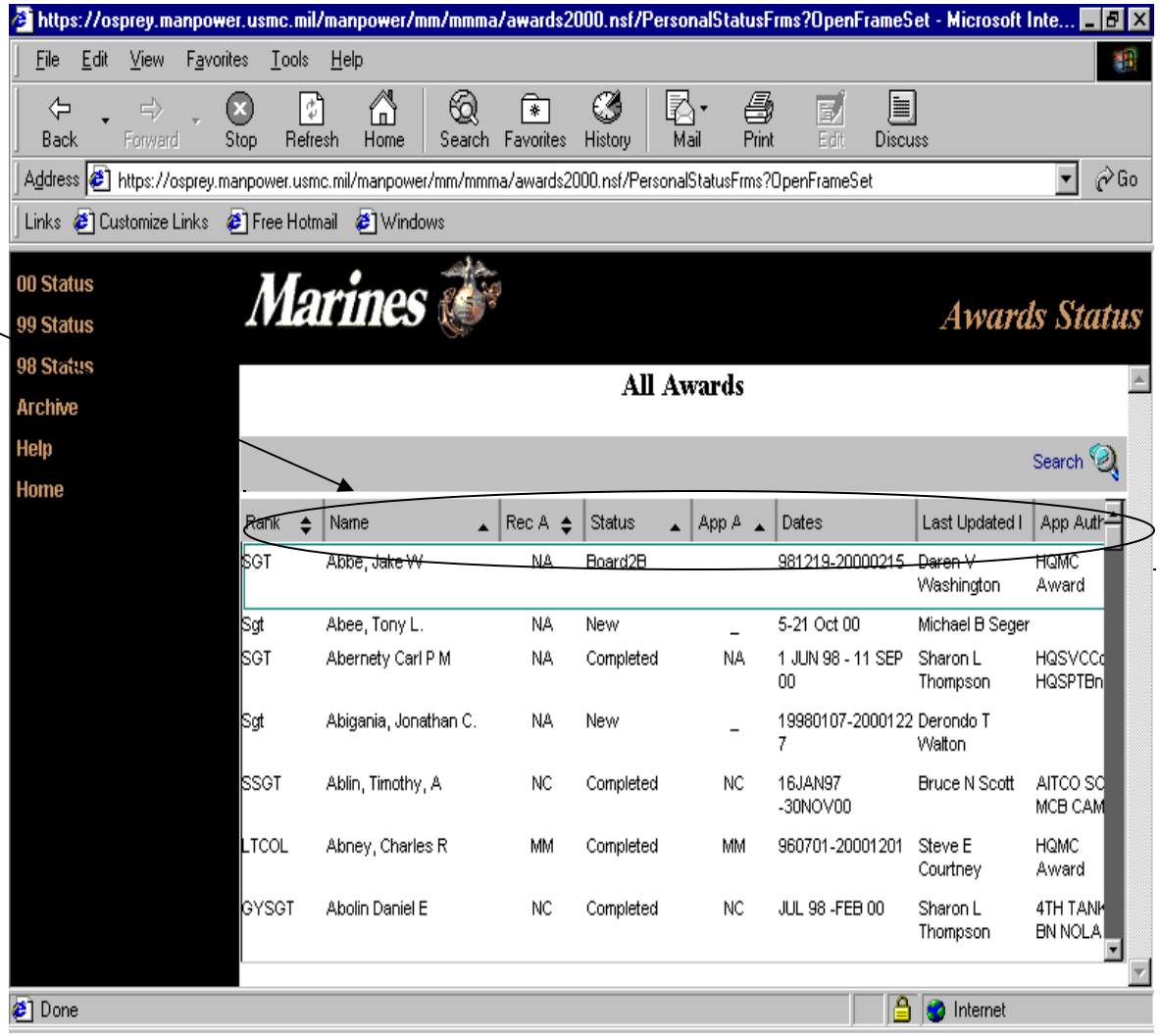
- The awards Status page is provided so commanders can determine where an award is in the chain of command.
- Certain columns indicate pertinent information to each award such as
  - Award Recommended
  - Status
  - Approved Award
  - Dates of award
  - Last Updated by
  - Approval Authority
- If you double click on any given award, you will get a summery Shadow with additional information on it.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Links Customize Links Free Hotmail Windows
00 Status
99 Status
98 Status
Archive
Help
Home
Marines
Awards Status
All Awards
Search
Rank Name Rec A Status App A Dates Last Updated I App Auth
SGT Abbe, Jake W NA Board2B 981219-20000215 Daren V Washington HQMC Award
Sgt Abee, Tony L. NA New _ 5-21 Oct 00 Michael B Seger
SGT Abernety Carl P M NA Completed NA 1 JUN 98 - 11 SEP 00 Sharon L Thompson HQSVCC HQSPTBn
Sgt Abigania, Jonathan C. NA New _ 19980107-20001227 Derondo T Walton
SSGT Ablin, Timothy, A NC Completed NC 16JAN97 -30NOV00 Bruce N Scott AITCO SC MCB CAM
LTCOL Abney, Charles R MM Completed MM 960701-20001201 Steve E Courtney HQMC Award
GYSGT Abolin Daniel E NC Completed NC JUL 98 -FEB 00 Sharon L Thompson 4TH TANK BN NOLA
Done
Internet

Summery Shadow

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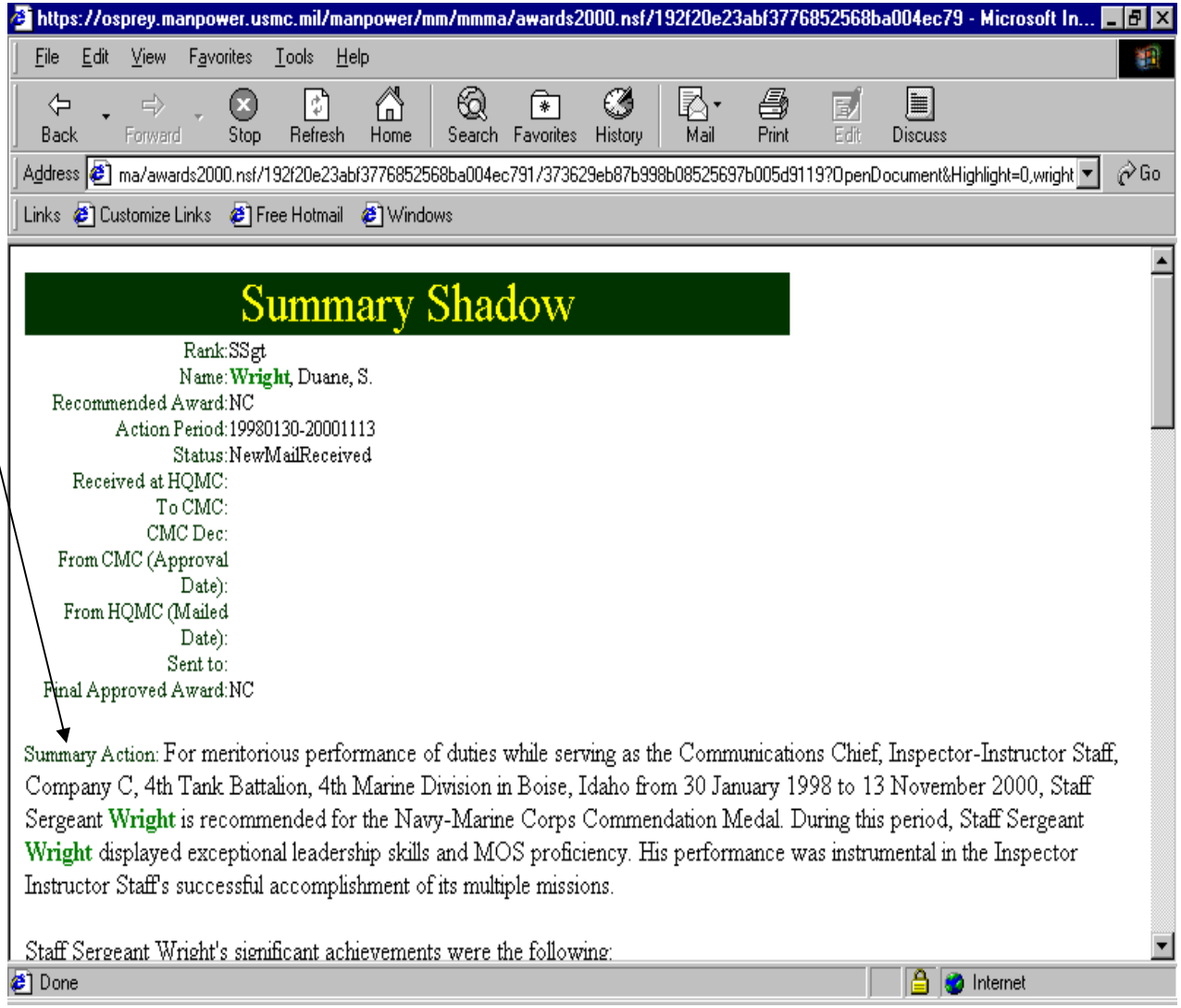
- Attached to each Summery Shadow will be the proposed citation and Summery of Action.
- Additional information for awards approved by CMC will be when it was approved, mailed and where it was mailed to.
- Field approved awards will only have a copy of the SOA and citation (as indicated on this page).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Go
Links Customize Links Free Hotmail Windows
Summary Shadow
Rank:SSgt
Name:Wright, Duane, S.
Recommended Award:NC
Action Period:19980130-20001113
Status:NewMailReceived
Received at HQMC:
To CMC:
CMC Dec:
From CMC (Approval Date):
From HQMC (Mailed Date):
Sent to:
Final Approved Award:NC
Summary Action: For meritorious performance of duties while serving as the Communications Chief, Inspector-Instructor Staff, Company C, 4th Tank Battalion, 4th Marine Division in Boise, Idaho from 30 January 1998 to 13 November 2000, Staff Sergeant Wright is recommended for the Navy-Marine Corps Commendation Medal. During this period, Staff Sergeant Wright displayed exceptional leadership skills and MOS proficiency. His performance was instrumental in the Inspector Instructor Staff's successful accomplishment of its multiple missions.
Staff Sergeant Wright's significant achievements were the following:
Done
Internet

Explanation of codes

- New - New award
- Staff1 or 2 – Received, pending Board Action
- Board1-2e - At the HQMC Awards Board
- CMC1-CMC4 - At CMC for approval
- MMMA-2 - Award approved, at writers
- MMSB – Award approved, written and fwd to MMSB for inclusion into OMPF
- Completed – All HQMC Action completed, award updated in OMPF
- Hold - Waiting for additional information
- SecNav - Requires SecNav approval

Awards Processing System Website

How to Submit an Award

Submit an Award

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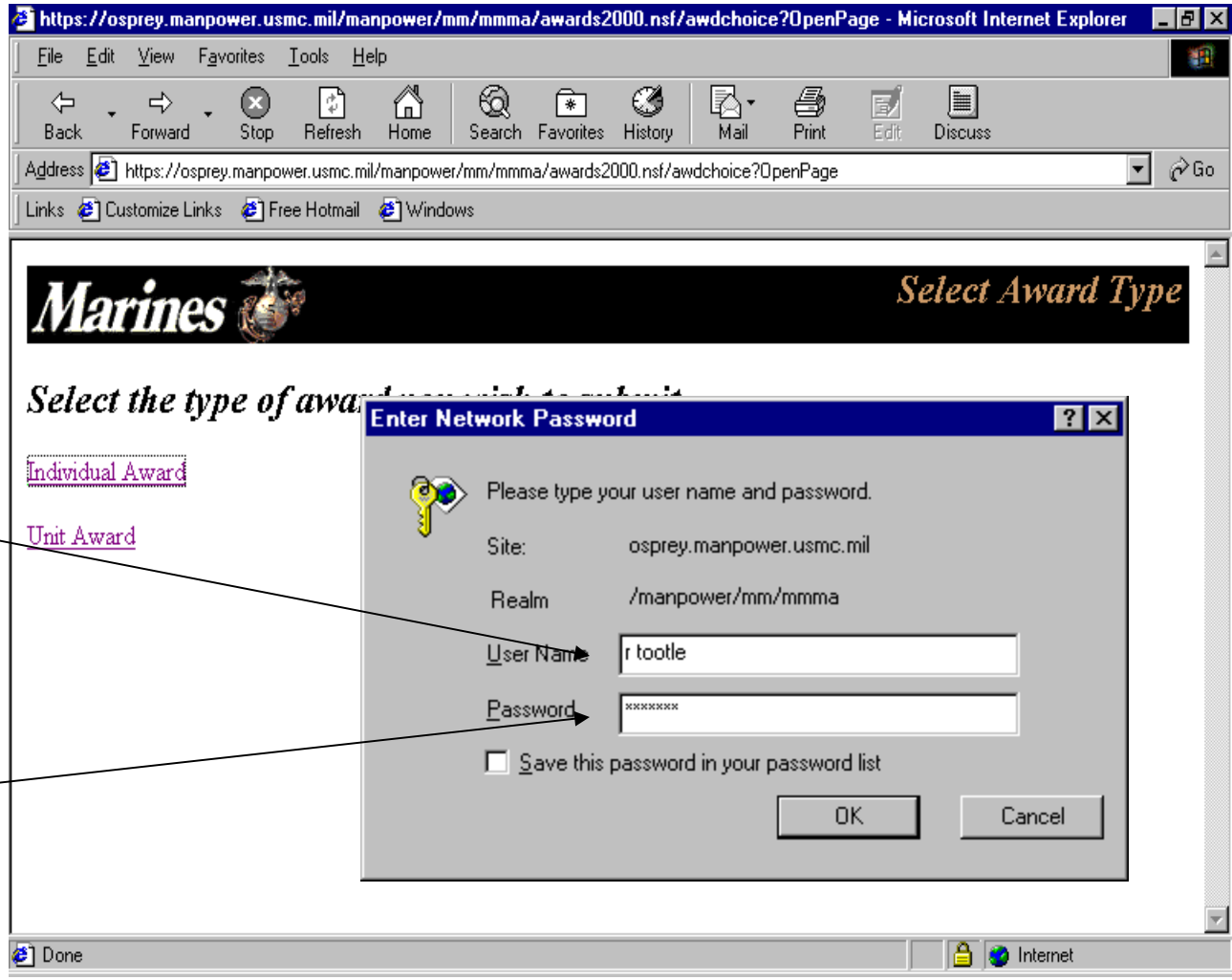
- Click on Submit an Award and sign-on
- To submit a New award, you must have registered in order to get a user name and password
  - your user name is your full name as you type it in when you registered
  - your password is the one that you submit ***IT IS CASE SENSITIVE



Completing the APS 1650 (EF)

- The process for filling out the APS 1650 (EF) is no different than using the paper OPNAV 1650. All the same information goes in the same boxes.
- Only an officer/civilian equivalent can originate an award.
- Still fill out Block 23 with command titles not individual names or email addresses

Originate the award

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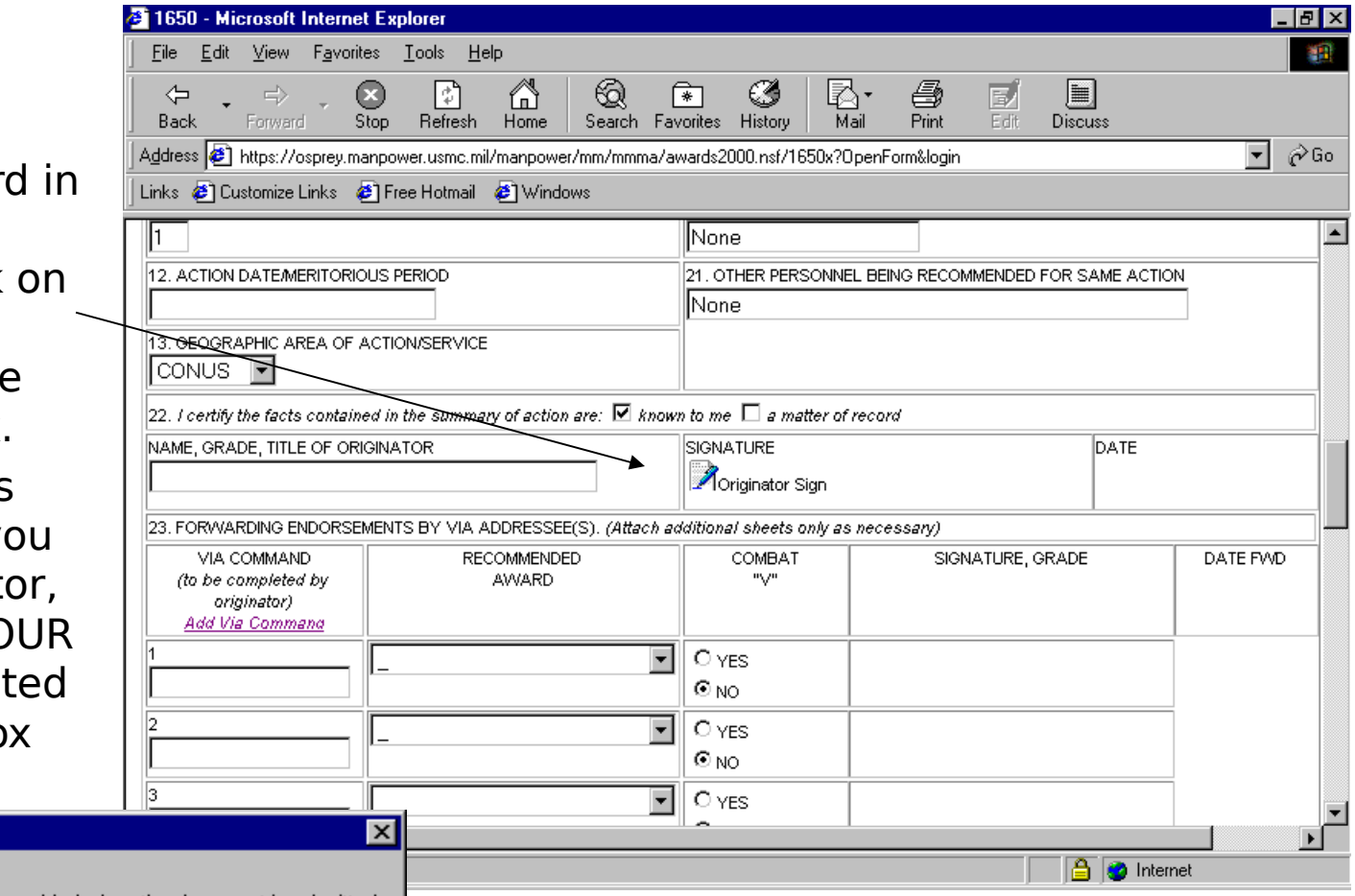
- To sign an award in block 22 as the originator, click on the “Originator Sign” icon in the signature block.
- Do not click this button unless you are the originator, IT WILL SIGN YOUR NAME as indicated in the popup box below.


1650 - Microsoft Internet Explorer
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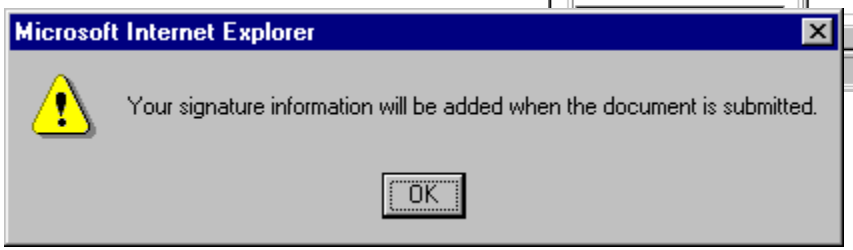
Go
Links Customize Links Free Hotmail Windows
1
None
12. ACTION DATE/MERITORIOUS PERIOD
21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION
None
13. GEOGRAPHIC AREA OF ACTION/SERVICE
CONUS
22. I certify the facts contained in the summary of action are: known to me a matter of record
NAME, GRADE, TITLE OF ORIGINATOR
SIGNATURE
Originator Sign
DATE
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)
VIA COMMAND (to be completed by originator) Add Via Command
RECOMMENDED AWARD
COMBAT "V"
SIGNATURE, GRADE
DATE FWD
YES
NO
Internet



Awards Processing System Website

Processing an Award

Processing Options

- To Save without forwarding, click on “save as a draft”
  - The server will forward a link to the award, providing you entered your email address correctly as the preparer.
- To Close the award, click on “Close”
  - This action does not save/update the award
- To Forward the award, click on “Submit”
  - “Submit” will forward the award to the addresses you have indicated in the Forward to and CC portion of the form.

Forwarding an Award

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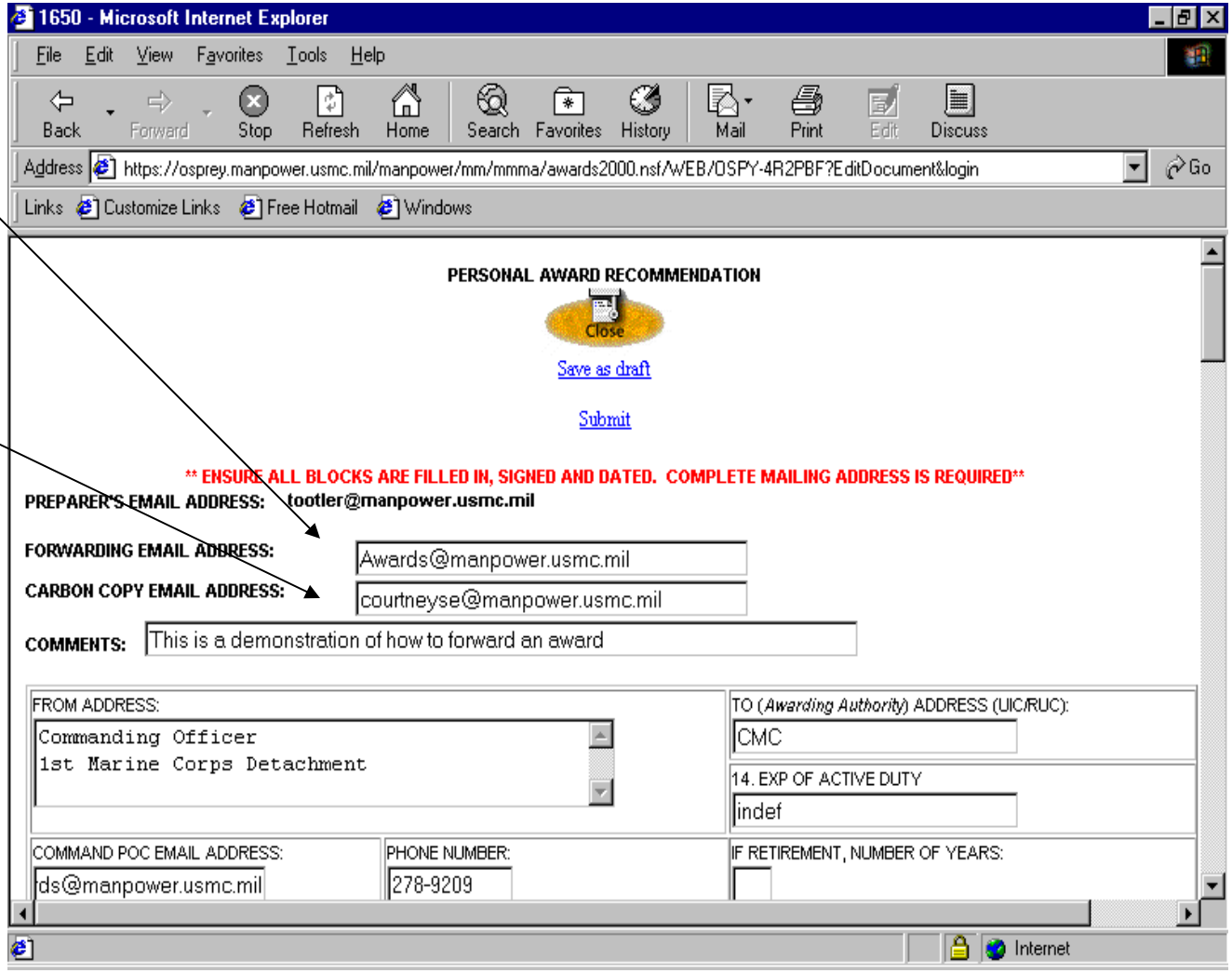
- To forward an award, type in the email address of the unit mailbox (as seen in the fwd email address to the right) or the individual (as seen in the CC: address) for the next person to receive the award.
- Click on Submit, and the Manpower Server will send an email to that recipient with a link back to the award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Go
Links Customize Links Free Hotmail Windows
PERSONAL AWARD RECOMMENDATION
Close
Save as draft
Submit
** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED**
PREPARER'S EMAIL ADDRESS: tootler@manpower.usmc.mil
FORWARDING EMAIL ADDRESS: Awards@manpower.usmc.mil
CARBON COPY EMAIL ADDRESS: courtneyse@manpower.usmc.mil
COMMENTS: This is a demonstration of how to forward an award
FROM ADDRESS:
Commanding Officer
1st Marine Corps Detachment
TO (Awarding Authority) ADDRESS (UIC/RUC):
CMC
14. EXP OF ACTIVE DUTY
indef
COMMAND POC EMAIL ADDRESS:
ds@manpower.usmc.mil
PHONE NUMBER:
278-9209
IF RETIREMENT, NUMBER OF YEARS:
Internet

Forwarding to HQMC

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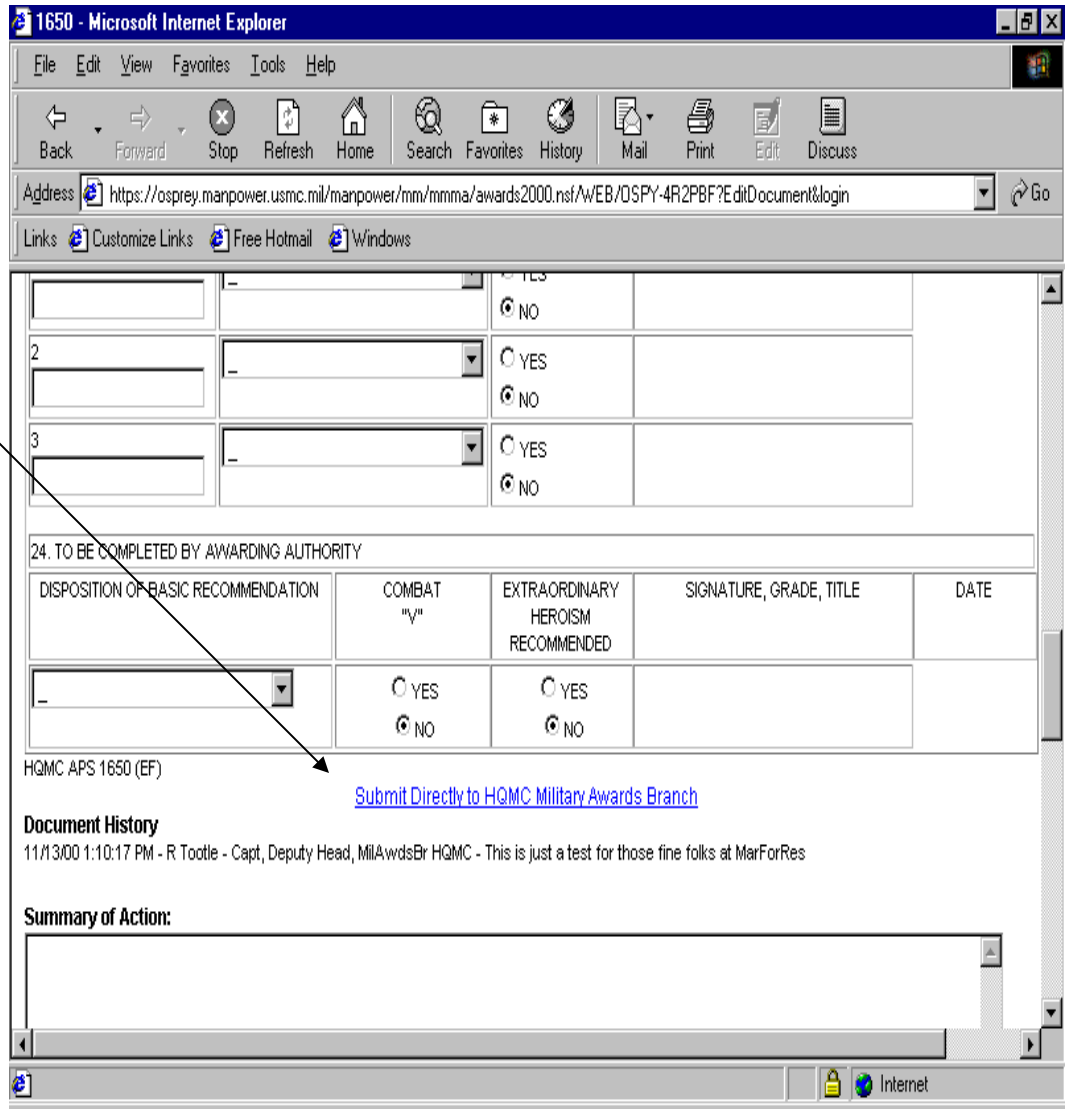
- To submit an award to HQMC, click on the icon located directly below the 1650 that reads
  - Submit directly to HQMC Military Awards Branch
- Performing this option will send the award to HQMC automatically.
  - Note***once the award has been forwarded to HQMC, the command cannot access that 1650 anymore.



Unit Mailboxes

- The creation of a unit mailbox for the processing of awards will bring about great dividends in the long run
- Creates a single entity in which all awards are forwarded, it will not be impacted by PCS or personnel turnover.
- Will enable the command to better process awards within their command.

Unit Mailbox Management

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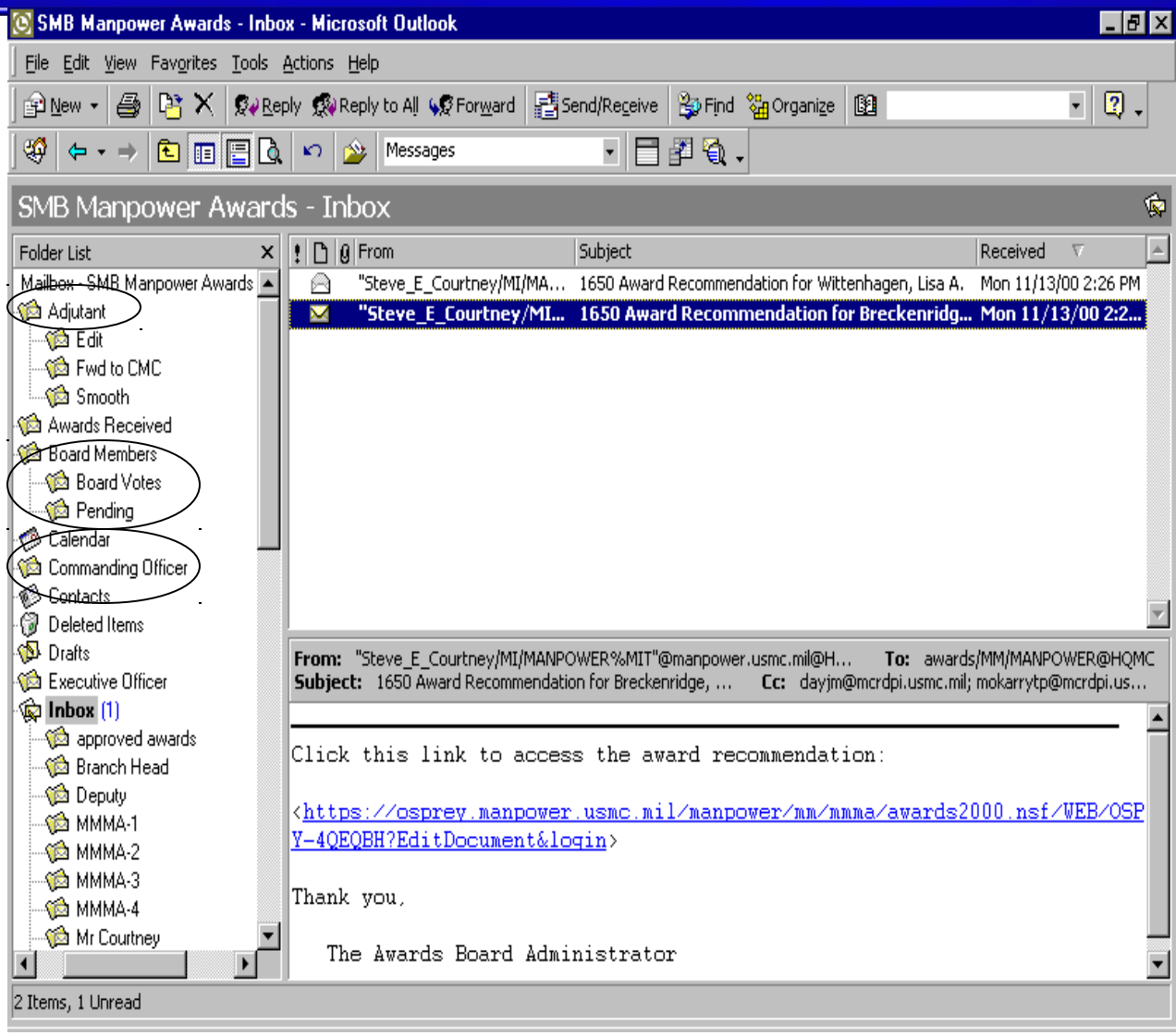
- Awards are received in the Inbox of the Unit Mailbox.
- The Adj will verify that the award has been submitted accurately and forward the email to the Board Members for vote.
- Once member voting is completed, the award will be edited by the Adj with board rec and drag the award to the XO or CO box depending on command policy.
- Once CO action is complete, the award is again edited by the Adj, printed smooth and then forwarded to HQMC for records purposes



Awards Processing System Website

Commander Responsibilities

Command Action

- Commanders have three courses of action on any personal award submission
  - Endorse the Award
  - Approve the Award (provided they have been given sub-delegated approval authority for that level award)
  - Return the award for modifications

Endorse the Award

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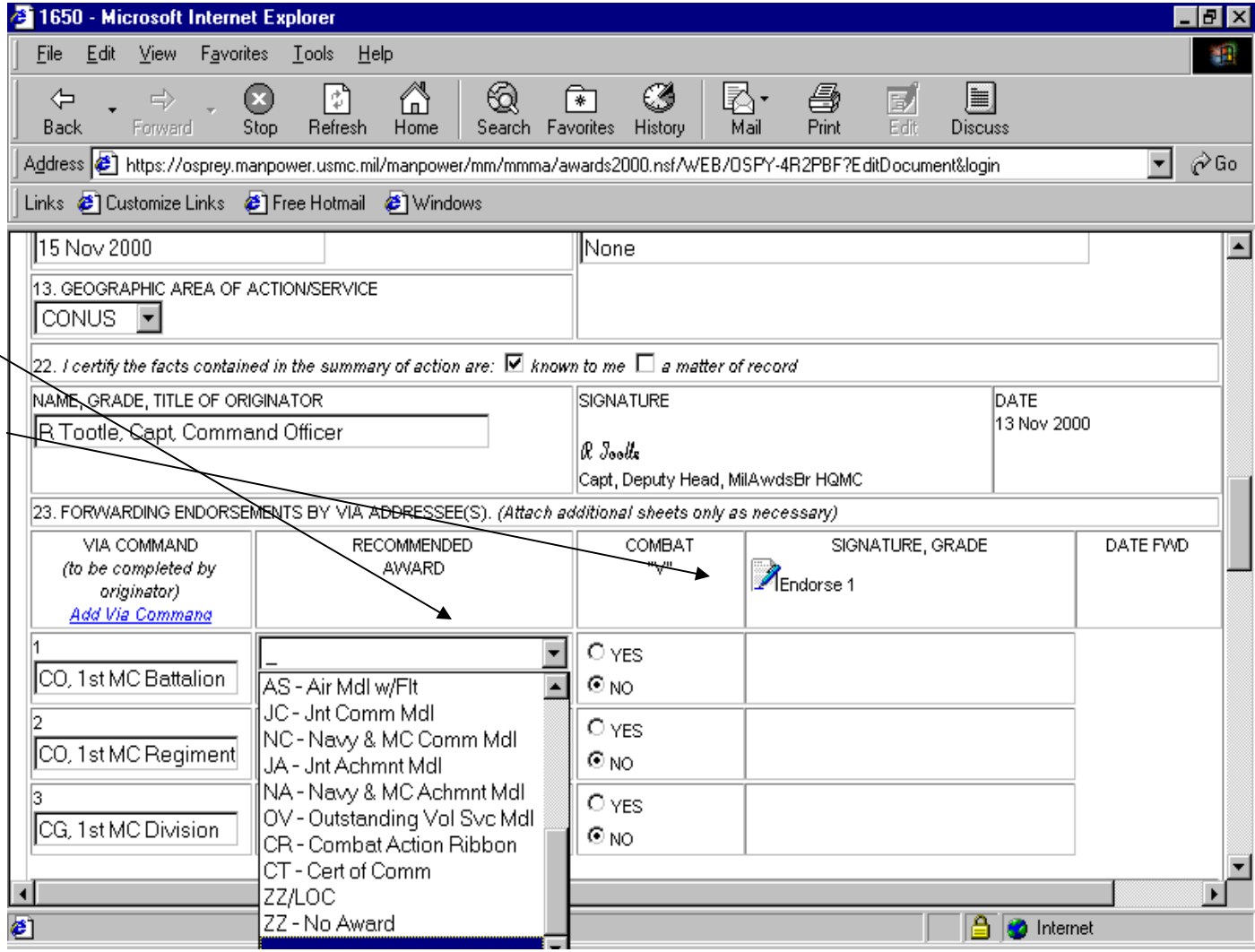
- Open the award and fill out the info in Block 23
  - Recommended award {Drop down menu}
  - Click on the "Endorse" link in the signature block
  - Forward the award to the next person/command mailbox in the Chain of Command
  - Add comments as necessary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Go
Links Customize Links Free Hotmail Windows
15 Nov 2000
None
13. GEOGRAPHIC AREA OF ACTION/SERVICE
CONUS
22. I certify the facts contained in the summary of action are: known to me a matter of record
NAME, GRADE, TITLE OF ORIGINATOR
R Tootle, Capt, Command Officer
SIGNATURE
R Tootle
Capt, Deputy Head, MilAwdsBr HQMC
DATE
13 Nov 2000
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)
VIA COMMAND (to be completed by originator)
Add Via Command
RECOMMENDED AWARD
COMBAT "V"
SIGNATURE, GRADE
DATE FWD
Endorse 1
1
CO, 1st MC Battalion
2
CO, 1st MC Regiment
3
CG, 1st MC Division
YES
NO
AS - Air Mdl w/Flt
JC - Jnt Comm Mdl
NC - Navy & MC Comm Mdl
JA - Jnt Achmnt Mdl
NA - Navy & MC Achmnt Mdl
OV - Outstanding Vol Svc Mdl
CR - Combat Action Ribbon
CT - Cert of Comm
ZZ/LOC
ZZ - No Award
Internet

Approve the Award

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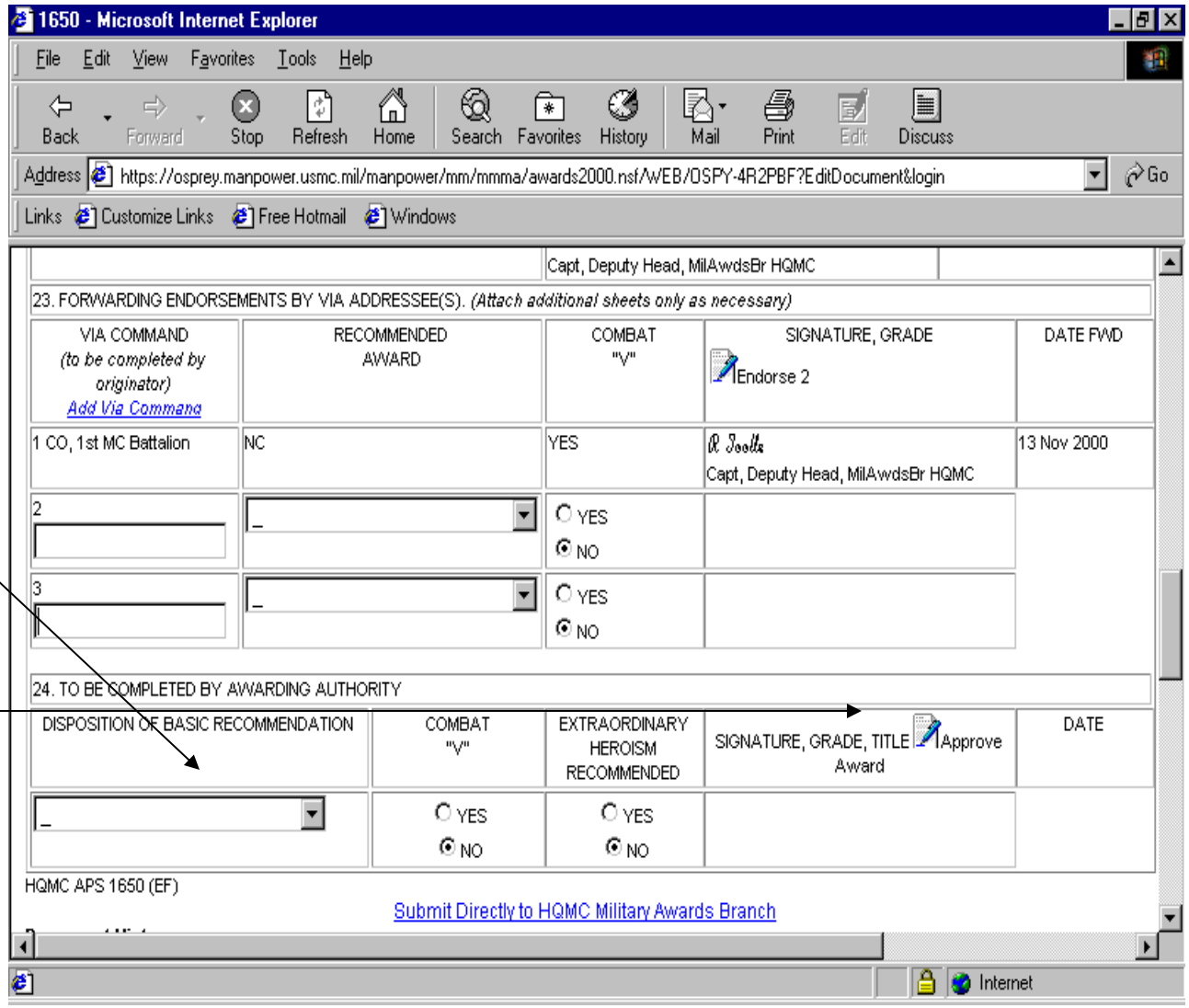
- If the Commander has approval authority, he will see an “Approve the Award” icon in the Signature portion of Block 24
  - He then fills out Block 24 to include disposition of award recommendation
  - Click on “Approve the Award” icon (signature will be added when the award is fwd



SecNav Delegated Approval Authority

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- CMC
- ComMarForLant, ComMarForPac, CG, MCCDC
- MEF Cmdrs

  ComMarForRes
- Flag-level Cmdrs
- BnCmdr (SPCMCA)

- LM and below, MUC
- Retirement Only LM,

  All MM and below
- MM and below (to include the Air Medal S/F)
- NC and below
- NA (unrestricted) & MOVSM

Return the Award for Rework

- If the Commander feels that the award recommendation is not well written, the award can be returned for rework
  - The award cannot be stopped with no action taken
  - This option allows the subordinate commanders the option of strengthening the award write-up
  - This is not the preferred COA. The award should be written with enough detail originally to substantiate the level of award recommended
    - Do not inflate an award recommendation to “guarantee” a lessor award

Awarding Authority Policy Considerations

- Policy Considerations: MCO 1650.19H Encl (2) para 7 d and e
  - "Commanders in the chain of command may recommend a lower award than that originally recommended, but such commands may not approve a lower award and stop further transmittal of the recommendation."
- Bottom Line: The award must go to the Commander who has the delegated awarding authority to approve the award recommended.

Other Options on the APS

- HQMC APS Brief's
  - The MCO was re-written and submitted to Dir, PMD on 30 Sept 2000
    - Until then, enclosure 5 to the Order, Procedures for Submitting Awards via the APS is on the site to assist commands in submitting awards
  - Every Brief that has been conducted on the HQMC APS is available for download on the website
- HQMC Awards Board
  - Access for HQMC Awards Board members to vote on awards
- CMC Review
  - Access for CMC and designated reps to approve awards
- HQMC Points of Contact
  - Organizational Chart for the Military Awards Branch
- Other Related Sites
  - List of other awards related sites that may be of interest to Marines
- Help

Value Added

- ✔ There was a distinct value added when the new process came on-line 1 October 2000:
  - All awards are now forwarded via Email: faster and more efficient way to get endorsement/decision on award recommendations
  - Major cost savings to commands and HQMC
    - Reduction in the amount of paper used in the processing of awards.
    - Savings in cost of FedEx and overnight delivery
  - Reduced storage space for hard copy awards…no requirement for commands to keep a copy of an award once it is forwarded to HQMC
  - Easier way to process and track the status of awards. Up-to-date and accurate information available to all commands
  - MMMA has visibility on every award being processed…no more lost awards

Future Advancements to the APS

09/04/16

- **Phase Two: 3-6 months**
  - Automation of HQMC APS 1650 (EF). APS 1650 on-line with MCTFS so that when a SSN is entered into block 1, all information that is available in MCTFS will be populated on the form automatically
- **Phase Three: 6-12 months**
  - Automatic update of a Marine's record within MCTFS when an award is approved
- **Phase Four: 1-2 years**
  - Automatic update of a Marine's record for Unit awards run on the HQMC Military Awards Branch diary. Requires complete automation of Record Book pages (3) and (6)
- **Phase Five: 3-5 years**
  - Integration with the Defense Integrated Military Human Resources System (DIMHRS)

Conclusion

- The HQMC Awards Branch, as the Commandants representative on all matters pertaining to military awards, has a responsibility to maintain the most up-to-date and user friendly process by which awards are processed.
- The establishment of the electronic Awards Processing System allows the Fleet Commanders the opportunity to better process their awards and enable the HQMC Awards Branch the ability to better support them.
- The MilAwdsBr is dedicated to continual improvement of the APS to meet the needs of those commanders.

Questions?